

Afghanistan Research and Evaluation Unit

## SENIOR RESEARCH MANAGER / RESEARCHER

### Job Description

The Afghanistan Research and Evaluation Unit (AREU) is an independent, Afghanistan-based research institute. Its purpose is to inform and influence policy and practice through conducting high-quality research, to actively disseminate the results, and to promote a culture of research and learning. To achieve its mission AREU engages with policy makers, civil society, researchers and students to promote their use of AREU's research and its library, to strengthen their research capacity, and to create opportunities for analysis, reflection and debate. Information about AREU is available on AREU's website: [www.areu.org.af](http://www.areu.org.af).



### POSITION DESCRIPTION

AREU is recruiting a senior research manager or researcher to join AREU's research department, providing expertise in some or all of the following subject areas: **state-building, aid effectiveness, stabilisation approaches, security sector reform**. The candidate should be able to develop and manage research as well as liaise with key policy-makers and practitioners to build networks and communicate findings in these research areas. As part of AREU's institutional development, research staff are expected to contribute significantly to research capacity building activities.

### AREU'S RESEARCH APPROACH

From 2010, AREU will structure its research programme around the themes of governance and legitimacy. The research programme will focus on providing knowledge on how both informal and formal institutions are viewed by and affect Afghans in their everyday life. Recognising that the legitimacy of institutions, whether formal or informal, is essential for effective governance, the research programme aims to provide an analysis of how legitimacy has been or can be built. Research therefore will address questions relating to the nature and function of institutions; service delivery mechanisms and outcomes, including achievement of poverty reduction and well being; efforts to hold state and non-state actors to account; and the role of international actors in governance and service delivery. Underlying this research approach is the issue of power: how it is exercised, by who, what for and to what effect.

### RESPONSIBILITIES

Specific duties will include, but not be restricted to, the following.

#### *Research Development and Management*

- Developing research ideas with research staff and consultants.
- Creating concept papers, proposals and budgets for funding, as needed.
- Designing research focus and methodology in consultation with other colleagues.
- Meeting donors, government officials, and other stakeholders to discuss research ideas.
- Writing or contributing to narrative progress reports for donors and the AREU Board, as needed.
- Managing and recruiting research staff and consultants according to needs.

#### *Research Implementation*

- Managing research teams, including significant mentoring and training of more junior colleagues, both Afghan and international.

- Conducting and/or supervising data collection in a number of locations, analysis and writing-up for publication.
- Performing job appraisals of supervised staff.
- Developing, managing, and monitoring activity budgets, as needed.
- Ensuring compliance with AREU and donor contractual requirements.
- Ensuring logistical support for research activities with Administration and Finance department.
- Liaising with other researchers at AREU to ensure institutional learning and communication across research projects.
- Ensuring with administrative staff that research staff and consultants take appropriate security precautions.

#### *Research Representation*

- Developing communications and dissemination strategies for research studies, with the communications and advocacy team;
- Communicating relevant research findings at meetings with external actors (government, UN, donors, NGOs, academia, media).
- Ensuring research findings and write-ups meet the needs of AREU's target audiences, particularly policy-makers and development practitioners.
- Staying current on policy and programming environment related to the research area.

#### *Research Capacity Building*

- Identifying staff capacity building needs, facilitating access to capacity building opportunities, and providing training and mentoring.
- Commenting and providing input on draft papers produced from research and on internal concept notes.

#### *Strategic and Institutional Support*

- Providing input into annual and strategic plans and budgets.
- Developing partnerships with NGOs, UN, government and donors, where appropriate.

#### **LOCATION**

The positions will be based in Kabul but will require some travel in provincial areas, security permitting.

#### **PERSON SPECIFICATION**

##### *Essential qualifications* (both SRM and researcher)

- Knowledge of stabilisation approaches and aid effectiveness issues in a context like Afghanistan;
- Strong oral communications skills in English;
- Ability to write well in English for an audience of policy-makers and practitioners;
- Good mentoring skills;
- Strong interpersonal skills; and
- Experience of working in an Islamic and/or conflict/post-conflict and/or South Asian or Central Asian context.

##### *Essential qualifications* (For senior research manager)

- A PhD in the social sciences;

- At least six years of field research/research management experience in developing country contexts, particularly using qualitative methodologies, in terms of both design and implementation;
- At least six years of project, people and budget management experience;
- A publication record in both academic and policy oriented outlets;
- Experience of representing an organisation, and of making presentations; and
- Proposal and narrative report writing experience.

*Essential qualifications* (For researcher)

- A PhD in the social sciences or equivalent research, analytical and writing experience;
- At least one year of field research experience in developing country contexts, particularly using qualitative methodologies, in terms of both design and implementation;
- At least one year of project, people and budget management experience; and
- Experience of making presentations.

*Desirable*

- Practical development experience;
- Knowledge and experience of Afghanistan;
- Knowledge of Dari or Pashto.

**SALARY AND BENEFITS**

Salary and benefits to be determined according to qualifications and experience, in line with AREU's overall salary structure.

**CLOSING DATE AND APPLICATION PROCESS**

Please apply by sending a CV/resume and a cover letter which outlines how your experience relates to the skills and experience in the Person Specification above to [applications@areu.org.af](mailto:applications@areu.org.af). Only short listed candidates will be contacted.